

## **POLICE RECORDS SPECIALIST**

Are you interested in being part of a dynamic City where you can truly make an impact? Do you enjoy working in a team-based, fast-paced environment? Can you use your superior organizational skills to process and maintain a variety of confidential records and files? Then, the Police Department's Records Division may be the place for you!



**First Review of Applications:  
November 7, 2014**

Interested candidates are encouraged to apply immediately

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## ABOUT US

Recently ranked second on the “Best Run City in America” list by 24/7 Wall St. and America’s third “Sharpest, Smartest City” by Reader’s Digest, the City of Fremont is a City continuing to move forward! Located in the heart of the Bay Area and Silicon Valley, this strategically urban city prides itself on innovation, green technology, a low crime rate, great schools, a low unemployment rate, and an incredibly diverse population of over 220,000 residents. As a full service City, Fremont employs over 864 regular employees and has an annual operating budget of \$156.8 million dollars. Fremont is an employer that values its people, creativity, quality service, integrity, open communication, mutual respect, and diversity.

## THE POSITION

The Police Records Specialist is an integral member of the Police Records Unit. Under the general supervision of a Police Records Supervisor, the Specialist performs a wide variety of specialized and complex clerical work in the handling of police records and information.

The incumbent will process police records information either manually or using computer terminals featuring several specialized data systems.

## EXAMPLES OF DUTIES

- Maintain records and files of citations, warrants, arrests, crime cases and related police records.
- Assemble and prepare traffic and criminal reports for charging.
- Review document for errors or omissions and refer to appropriate issuing officers for correction.
- Gather various police reports, such as crime incident, arrest, and stolen/recovered vehicle reports and other police related documents; determine completeness and accuracy of data contained in relation to data entry system requirements and obtain missing or corrected data from appropriate sources to ensure quality control.
- Retrieve and make copies of accident, crime and arrest reports; responds to requests for copies of police reports in accordance with established Police Department, Federal, State policies and procedures for processing and dissemination.
- Receive warrants from court and reviews to ensure complete and accurate information is provided.
- Confirm and verify warrant information with other law enforcement agencies.
- Distribute warrants to field officers for service and maintain service records, update warrant status in computer systems.
- Receive, interpret and process subpoenas received from court or attorneys in accord with State codes and department policy.
- Receive restraining orders from court and attorneys, interpret order, and maintain related database.
- Send warrant notification letters to offenders.
- Seal and purge records in compliance with court orders and state statutes.
- Staff the front counter at the Police Department and assists the public, law enforcement officers and others.
- Ensure confidentiality of information is maintained according to applicable laws, rules, regulations and administrative orders; determines proper authority of callers and release criminal record information to law enforcement and other government agencies.
- Receive non-emergency calls from citizens; distribute mail and teletype to appropriate staff .
- Code, verify, enter and retrieve law enforcement data in local, City, state and federal law enforcement automated systems according to specified procedures and regulations.
- Research information such as criminal history, stolen property, firearms and missing persons in various computer systems as required.
- Update revised data in database systems as cases progress.

- Provide clerical support for assigned taskforce, division/unit or special project.
- Type correspondence, reports, forms and other police documents from drafts, notes, dictated tapes or brief instructions; proofread and check typed and other materials for accuracy, completeness, compliance with departmental policies, and correct English usage, including grammar, punctuation and spelling.
- Retrieve and release results of laboratory analysis of blood and urine tests in accordance with law enforcement regulations.
- Assist in training new staff; create, update and edit procedure manuals.
- Other related duties as assigned.

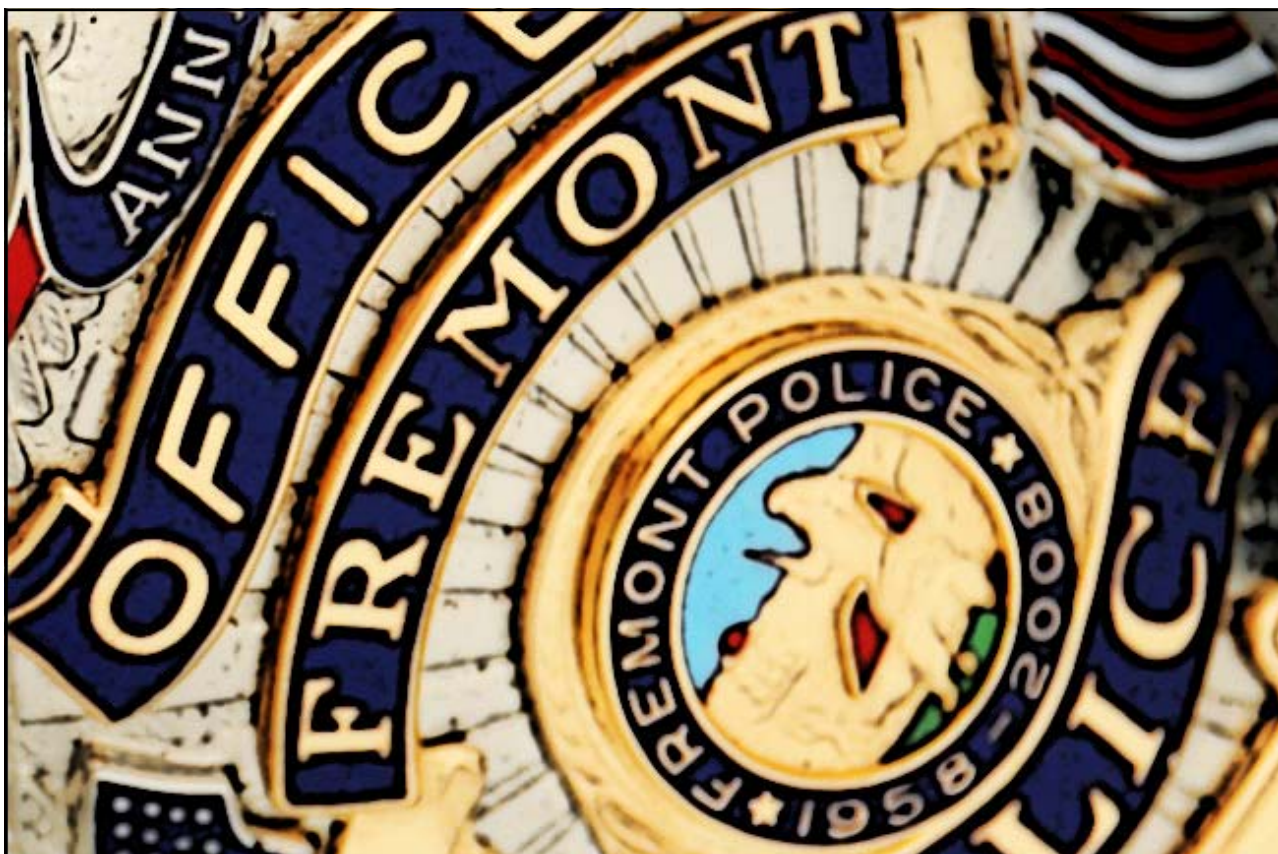
#### CANDIDATE PROFILE

The successful candidate will have any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance. A typical way to obtain the required knowledge and skills would be: High school diploma or equivalent, and two years of general clerical experience. Work experience in a police records unit is highly desirable.

A valid Class C California Driver's License is required at time of appointment. The incumbent must be able to work weekends and holidays as needed.

The ideal candidate will:

- Possess knowledge of: applicable laws, rules, regulations and administrative orders relating to the maintenance and release of police records; the general criminal justice system and its basic proceedings; office practices and procedures including filing and the operation of standard office equipment.
- Have the ability to: Perform detailed clerical work accurately, including filing, organizing and maintaining office records and files; maintain the confidentiality of information as prescribed by law; prioritize work and coordinate several activities.







### Tentative Recruitment Schedule

Application Deadline: November 7, 2014  
Oral Board Interviews: November 21, 2014  
Polygraph Examination: December 2014  
Background Investigation: December 2014  
Medical Evaluation: January 2015

### COMPENSATION & BENEFITS

The annual salary is \$50,611 - \$61,518 depending on qualifications. Current benefit features include:

#### CalPERS Retirement Benefit\*

- Classic Employees - 2.0% @ 60 benefit, 3 year final average compensation.
- New Employees - 2.0% @ 62 benefit, 3 year final average compensation.
- Required PERS contributions vary by plan. All required contributions are tax deferred.
- Cafeteria Benefits Plan for employees/dependents includes up to \$1,521 monthly to purchase medical, dental and vision plans; child care and medical expenses can be paid for with pre-tax dollars.

A complete benefits summary can be found at Fremont.gov or by using this link: [Benefits Summary](#)

This is a Fremont Association of City Employees (FACE) represented position with a probationary period of twelve (12) months.

\*Refer to CalPERS web site for complete definitions of Classic and New employees: [www.calpers.ca.gov](http://www.calpers.ca.gov)

### HOW TO JOIN OUR TEAM

To be considered for this position, apply online by submitting a completed City application and resume through our on line application system: [City Jobs](#)

The process may include individual and/or panel interviews, written exercise, polygraph examination, comprehensive background investigation, medical evaluation and other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

### REASONABLE ACCOMMODATION

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities.

Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660.

**The City of Fremont is an Equal Opportunity Employer.**

HUMAN RESOURCES DEPARTMENT  
City of Fremont  
3300 Capitol Avenue, Building B  
Fremont, CA 94538  
Phone: (510) 494-4660



## **POLICE RECORDS SPECIALIST - SUPPLEMENTAL QUESTIONNAIRE**

### **GENERAL INFORMATION:**

The completion of this supplemental questionnaire is required for your application to be considered for the Police Records Specialist position, and is an integral part of the examination process.

This supplemental questionnaire will be used to assess your experience as it relates to the position of Police Records Specialist position. Your responses will be evaluated and will assist in determining which applicants will receive further consideration in the examination process.

**Your responses must be verifiable with the information on your application.**

### **DIRECTIONS:**

When you apply online you will be asked to respond to the following questions:

1. How many years of professional experience do you have performing general clerical duties (e.g. maintaining and organizing records, fast and accurate data entry, creating and proofreading correspondences, front counter responsibilities)?
  - ☐ None
  - ☐ Less than 1 year
  - ☐ 1 year to less than 2 years
  - ☐ 2 years to less than 3 years
  - ☐ 3 years to less than 4 years
  - ☐ 4 years to less than 5 years
  - ☐ 5 years or more
2. How many years of professional experience do you have working in a police records unit?
  - ☐ None
  - ☐ Less than 1 year
  - ☐ 1 year to less than 2 years
  - ☐ 2 years to less than 3 years
  - ☐ 3 years or more
3. What is your highest level of education?
  - ☐ Did not complete high school or equivalent
  - ☐ High school diploma or equivalent
  - ☐ Some college
  - ☐ AA degree
  - ☐ Bachelor's degree
  - ☐ Master's degree or higher